

s 22(1)

From: S 47F(1)

Mail received time: Fri, 2 Feb 2024 03:22:35

Sent: Fri, 2 Feb 2024 03:17:55

To: S 47F(1)

Subject: FW: EXT: OFSC - GE Renewable Energy Australia Pty Ltd - Reaccreditation Application - Acknowledgement and NCC Declaration Required [SEC=OFFICIAL]

Importance: Normal

Sensitivity: None

Attachments:

[GE Renewable Energy Australia Pty Ltd NCC declaration.pdf](#)

You don't often get email from **S 47F(1)**

[Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi s 47F(1)

Please the signed declaration attached as requested.

Please let me know if you need any additional information.

Thanks.

s 47F(1)

Regional EHS Leader - ANZ
Onshore Wind

s 47F(1)



GE VERNOVA

s 47F(1)

Please note: I am sending this email at a time that is convenient for me. Please read and respond at a time that is convenient for you and that fosters a healthy work-life balance.

From: S 47F(1)

Sent: Friday, February 2, 2024 1:05 PM

To: S 47F(1)

Subject: Re: EXT: OFSC - GE Renewable Energy Australia Pty Ltd - Reaccreditation Application - Acknowledgement and NCC Declaration Required [SEC=OFFICIAL]

Thanks - signed. I will leave it with you to send back so you remain the point of contact.

Regards,

s 47F(1)

From: S 47F(1)

Sent: Friday, February 2, 2024 11:01

To: S 47F(1)

Subject: FW: EXT: OFSC - GE Renewable Energy Australia Pty Ltd - Reaccreditation Application - Acknowledgement and NCC Declaration Required [SEC=OFFICIAL]

Please see below and attachment for you review and declaration signage. Please call if you need to.

s 47F(1)

Regional EHS Leader - ANZ
Onshore Wind

s 47F(1)



GE VERNOVA

s 47F(1)

Please note: I am sending this email at a time that is convenient for me. Please read and respond at a time that is convenient for you and that fosters a healthy work-life balance.

From: DEWR - FSC Accreditation Applications <FSCAccreditationApplications@dewr.gov.au>

Sent: Friday, February 2, 2024 10:48 AM

To: S 47F(1)

Subject: EXT: OFSC - GE Renewable Energy Australia Pty Ltd - Reaccreditation Application - Acknowledgement and NCC Declaration Required [SEC=OFFICIAL]

WARNING: This email originated from outside of GE. Please validate the sender's email address before clicking on links or attachments as they may not be safe.

Good morning

I am writing to acknowledge receipt of GE Renewable Energy Australia Pty Ltd's application for accreditation under the Australian Government Building and Construction Work Health and Safety Accreditation Scheme (the Scheme).

The attached declaration must be signed by your CEO S 47F(1) and returned via email. The declaration relates to compliance with the performance requirements of the National Construction Code that relate to building materials as required by r 10(1)(h) and 15(1)(b) of [the Federal Safety Commissioner \(Accreditation Scheme\) Rules 2023](#).

Can you please send me the Improvement notice indicated in your application as it wasn't attached.

I also wanted to clarify whether you had any hours worked in the FY July 2022 – June 2023, as that field is blank.

The OFSC is implementing a new process for companies that are seeking accreditation under the Scheme. Once a company's application has been assessed as complete, the company will proceed to stage one of the application process. Company representatives are expected to be at all audits, particularly where a consultant is the primary company contact.

Stage one involves a validation of the company's WHS Management System against the Federal Safety Commissioner (FSC) audit criteria. During this stage of the process, the OFSC will contact you to discuss the various options for undertaking the system validation. Once the system validation has been completed, the company will receive a report that outlines any gaps

that have been identified. The company will need to provide an action plan to the OFSC that outlines the actions that it has taken/will take to address these gaps. Depending on the nature and number of gaps identified the company will either undergo a further systems validation or will move onto stage two.

Stage two involves an audit of the company's WHS Management System on an active construction site. This audit will fully review the WHS Management System, including the implementation of the system on the site. Reports provided to the company following this audit will issue formal Corrective Action Reports (CARs) where compliance with the FSC audit criteria cannot be demonstrated. As with stage one, the company will need to provide an action plan to the OFSC that outlines how the non-compliance matters will be addressed. Depending on the nature and number of CARs issued, the company will either undergo a further on-site audit or may be recommended for accreditation.

GE Renewable Energy Australia Pty Ltd's application will now be assessed to determine whether all required information has been provided. You will be contacted if any essential information is missing. Once a complete application has been received, an applications officer will then make contact with you to discuss the arrangements for stage one. The applications officer will request information in regard to the company's core construction hazards, the status of current construction projects, the shareability of the WHS Management System documentation and viable sites where the systems validation might be conducted. In some cases, the system validation may take place using virtual technology e.g. Microsoft Teams, Webex, CISCO etc

Please give me a ring if you would like to discuss.

Regards

s 22(1)

Office of the Federal Safety Commissioner
Department of Employment and Workplace Relations

s 22(1)

s 22(1)

FSC Assistline: 1800 652 500

www.fsc.gov.au | [LinkedIn](#)

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s 47F(1)
Projects General Manager APAC &ANZ Region
GE Renewable Energy Australia Pty Ltd
s 47F(1)

Dear s 47F(1)

I am writing to you in response to your application for accreditation under the Work Health and Safety Accreditation Scheme submitted to my office on 1 February 2024.

You are required to complete the attached declaration before my office can progress your application. The declaration relates to GE Renewable Energy Australia Pty Ltd's compliance with any applicable performance requirements of the National Construction Code that relate to building materials as required by r 10(1)(h) and 15(1)(b) of the [Federal Safety Commissioner \(Accreditation Scheme\) Rules 2023](#). In making this declaration, you are confirming that GE Renewable Energy Australia Pty Ltd undertake a National Construction Code compliant approach to managing building materials.

I understand that some companies may not presently engage in any work related to the National Construction Code. However, this declaration is a legislative requirement for all companies applying for accreditation, and compliance with the performance requirements of the National Construction Code relating to building materials is a condition of all accreditations.

Please either use an electronic signature or print, sign, and scan the declaration and return it to the OFSC at your earliest convenience. Your application will not proceed until this completed declaration has been received.

Should you have any questions regarding this declaration, please do not hesitate to contact my office via email ofsc@dewr.gov.au or on the assist line on 1800 652 500.

Yours sincerely

David Denney
Federal Safety Commissioner

2 February 2024





Declaration of National Construction Code compliance

I declare that GE Renewable Energy Australia Pty Ltd is complying and will comply with the applicable performance requirements of the National Construction Code that relate to building materials as required by r 10(1)(h) and 15(1)(b) of the [Federal Safety Commissioner \(Accreditation Scheme\) Rules 2023](#).

I, s 47F(1) _____, Projects General Manager APAC &ANZ Region of GE Renewable Energy Australia Pty Ltd, sign this declaration in relation to the application for accreditation under the Work Health and Safety Accreditation Scheme submitted to the Office of the Federal Safety Commissioner.

Signed

Date





s 47F(1)
Projects General Manager APAC &ANZ Region
GE Renewable Energy Australia Pty Ltd
s 47F(1)

Dear s 47F(1)

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Federal Safety Commissioner

2 February 2024





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I, s 47F(1) , Projects General Manager APAC &ANZ Region of GE Renewable Energy Australia Pty Ltd, sign this declaration in relation to the application for accreditation under the Work Health and Safety Accreditation Scheme submitted to the Office of the Federal Safety Commissioner.

s 47F(1)

Signed

Date



s 22(1)

From: [DEWR - FSC Accreditation Applications](#)

Sent: Friday, 2 February 2024 11:48:32 AM

To: s 47F(1)

Subject: OFSC - GE Renewable Energy Australia Pty Ltd - Reaccreditation Application - Acknowledgement and NCC Declaration Required

Importance: Normal

Sensitivity: None

Attachments:

[GE Renewable Energy Australia Pty Ltd NCC declaration.pdf](#);

Good morning

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The attached declaration must be signed by your CEO s 47F(1) and returned via email. The declaration relates to compliance with the performance requirements of the National Construction Code that relate to building materials as required by r 10(1)(h) and 15(1)(b) of [the Federal Safety Commissioner \(Accreditation Scheme\) Rules 2023](#).

Can you please send me the Improvement notice indicated in your application as it wasn't attached.

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Stage one involves a validation of the company's WHS Management System against the Federal Safety Commissioner (FSC) audit criteria. During this stage of the process, the OFSC will contact you to discuss the various options for undertaking the system validation. Once the system validation has been completed, the company will receive a report that outlines any gaps that have been identified. The company will need to provide an action plan to the OFSC that outlines the actions that it has taken/will take to address these gaps. Depending on the nature and number of gaps identified the company will either undergo a further systems validation or will move onto stage two.

Stage two involves an audit of the company's WHS Management System on an active construction site. This audit will fully review the WHS Management System, including the implementation of the system on the site. Reports provided to the company following this audit will issue formal Corrective Action Reports (CARs) where compliance with the FSC audit criteria cannot be demonstrated. As with stage one, the company will need to provide an action plan to the OFSC that outlines how the non-compliance matters will be addressed. Depending on the nature and number of CARs issued, the company will either undergo a further on-site audit or may be recommended for accreditation.

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Please give me a ring if you would like to discuss.

Regards

s 22(1)

Office of the Federal Safety Commissioner
Department of Employment and Workplace Relations
s 22(1)

FSC Assistline: 1800 652 500

www.fsc.gov.au | [LinkedIn](#)

s 22(1)
From: S 47F(1)
Mail received time: Thu, 4 Apr 2024 04:53:09
Sent: Thu, 4 Apr 2024 04:52:39
To: S 22(1)
Cc: S 47F(1)
Subject: RE: OFSC - Audit - GE Renewable Energy Australia Pty Ltd - 1213/A02-1/AA001-1 - Audit Report / Post Audit Letter
 [SEC=OFFICIAL]
Importance: Normal
Sensitivity: None

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

s 22(1)

Thank you for the phone conversation and email with the audit reports and information.

I will arrange for an action plan to be submitted through once developed and will complete the supplied survey.

s 47F(1)
 EHS Manager – Construction Projects
 Onshore Wind

s 47F(1)



s 47F(1)

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

From: S 22(1)
Sent: Thursday, April 4, 2024 3:10 PM
To: S 47F(1)
Cc: S 47F(1) s 22(1)
Subject: EXT: OFSC - Audit - GE Renewable Energy Australia Pty Ltd - 1213/A02-1/AA001-1 - Audit Report / Post Audit Letter [SEC=OFFICIAL]

WARNING: This email originated from outside of GE. Please validate the sender's email address before clicking on links or attachments as they may not be safe.

Good afternoon ^{s 47F(1)}

Please find attached a letter and the Audit Report for the systems validation audit undertaken on 19 – 20 March 2024.

As it is Office of the Federal Safety Commissioner (OFSC) policy not to send hard copy documents by post, it would be appreciated if you could confirm that you have received (and can open) the attached report, associated letter and survey.

The attached letter asks for an Action Plan to address the systems gaps that have been identified as a result of the audit. The example below is the OFSC suggested format on setting out the Action Plan. The letter also provides information on next steps for the company's current application process.

Your feedback is important to us and in order to improve the way the OFSC provides services to companies, we would greatly appreciate any information you are able to provide by completing the attached Audit Survey. The Audit Survey also provides an opportunity for the OFSC to assist the company with any specific issues that are raised.

The Action Plan and completed Audit Survey should be returned to me via email.

Regards
 S 22(1)
 Senior Program Officer
 Accreditation Operations Team | Office of the Federal Safety Commissioner
 Safety and Industry Policy Division
 Australian Government Department of Employment and Workplace Relations
 S 22(1)
dewr.gov.au

The Department of Employment and Workplace Relations acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, waters and community. We pay our respects to them and their cultures, and Elders past, present and emerging.

Example Action Plan

Identified System Gap and FSO Comments (example only)	Criteria	Company - Action Plan	List of Associated docs	Date of effect	Responsible person
There are no formal arrangements in the Corporate Management System (CMP) or the Site Work Health, Safety and Environment Plan (SWHSEP) for Leadership visits sites to discuss WHS issues with management and or employees. The company stated this practice does take place, but is not governed by documented arrangements or recorded.	FP1.4 There is a documented process that ensures senior managers regularly visit the site and discuss WHS issues with site management and employees	<ul style="list-style-type: none"> Review CMP and SWHSEP and include requirement for Senior Management to visit sites and discuss WHS issues with management and employees. Develop procedures and forms to support current practices. 	<i>In this section you'll need to provide names and references to any documentation that you've worked on when addressing this CAR.</i>	dd/mm/yyyy	Who is responsible for implementing the actions?

S 22(1)
 Senior Program Officer
 Accreditation Operations Team | Office of the Federal Safety Commissioner
 Safety and Industry Policy Division
 Australian Government Department of Employment and Workplace Relations
 S 22(1)
dewr.gov.au

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s 22(1)
s 22(1)
Sent: Thursday, 4 April 2024 3:40:27 PM
To: s 47F(1)
Cc: s 47F(1) s 22(1)
Bcc: s 22(1)
Subject: OFSC - Audit - GE Renewable Energy Australia Pty Ltd - 1213/A02-1/AA001-1 - Audit Report / Post Audit Letter
Importance: Normal
Sensitivity: None
Attachments:
[GE Renewable Energy Australia Pty Ltd - 1213-A02-1-AA001-1- Initial Accreditation - Final SVA Report.pdf](#); [OFSC Audit Survey.pdf](#);
[GE Renewable Energy Australia Pty Ltd - 1213-A02-1-AA001-1- Audit Results.pdf](#);

Good afternoon ^{s 47F(1)}

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The Action Plan and completed Audit Survey should be returned to me via email.

Regards
s 22(1)
Senior Program Officer
Accreditation Operations Team | Office of the Federal Safety Commissioner
Safety and Industry Policy Division
Australian Government Department of Employment and Workplace Relations
s 22(1)
dewr.gov.au

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s 22(1)

Senior Program Officer

Accreditation Operations Team | Office of the Federal Safety Commissioner

Safety and Industry Policy Division

Australian Government Department of Employment and Workplace Relations

s 22(1)

dewr.gov.au

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s 47F(1)
GE EHS Manager – Construction Projects
GE Renewable Energy Australia Pty Ltd
s 47F(1)

cc: s 47F(1)

Dear s 47F(1)

Systems Validation Audit Report

Thank you for recently participating in a systems validation audit to verify the claims in GE Renewable Energy Australia Pty Ltd's application for accreditation under the Work Health and Safety Accreditation Scheme (the Scheme).

Please find attached a copy of the Audit Report resulting from the audit undertaken on 19 – 20 March 2024. The report outlines areas where the company is required to undertake additional actions in order to fully comply with the Federal Safety Commissioner audit criteria.

Next Steps

In order for the application to progress, the company is required to take action to address any criterion where the audit report indicates that:

- The systems documentation reviewed partially addresses the criterion however further action is required; or
- Systems documentation was not able to be presented that addressed this criterion.

The actions taken by the company must be detailed in an action plan and submitted to the Office of the Federal Safety Commissioner (OFSC). The action plan must also include responsibilities for personnel and subsequent completion dates of the improvement actions to GE Renewable Energy Australia Pty Ltd's Work Health and Safety Management System. The action plan should be provided to the OFSC once you are satisfied that adequate actions have been determined to address the systems gaps that have been identified.

Once you submit GE Renewable Energy Australia Pty Ltd's action plan, it will be reviewed to see if it adequately addresses the identified issues. When the OFSC is confident that suitable actions have been undertaken to address the detailed system gaps, the company will progress to the next stage of the application process which will require the company to undergo a full on-site audit. This audit must be held at an active building and construction site where the company is the head contractor and where implementation of the WHS Management System can be demonstrated. The office will make contact with you to organise this audit.

Please note that this audit will involve a full review of the applicant's systems documentation as well as verification of implementation of associated processes on site. The audit will re-assess all criteria that was examined through the systems validation process. As a result of this more detailed assessment, systems gaps not established during the systems validation process may be identified and will need to be addressed by the applicant to progress the application for accreditation.

We invite you to participate in completing the Audit Survey that was included with the audit report and return it to the OFSC. The survey asks for feedback on your company's experience of the audit process, including dealings with the OFSC and the Federal Safety Officer who conducted the audit. Data collected from the Audit Survey will only be used in a way that does not identify individuals or companies. Your feedback is important to us.

If you require any further information regarding this process or the attached documentation, please do not hesitate to contact s 22(1)

Yours sincerely

s 22(1)

s 22(1)
Assistant Director
Accreditation Operations Team
Office of the Federal Safety Commissioner

4 April 2024

Document 8 at pages 16-17 exempt under sections 45 and 47G(1)(a)

s 22(1)
From: s 47F(1)
Mail received time: Tue, 5 Mar 2024 00:53:32
Sent: Tue, 5 Mar 2024 00:53:07
To: s 22(1)
Subject: Fwd: Re upcoming virtual audit 12-13th March
Importance: Normal
Sensitivity: None

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

He just sent this through

Regards
s 47F(1)

Begin forwarded message:

From: s 47F(1)
Date: 5 March 2024 at 11:16:19 'a0am ACDT
To: s 47F(1)
Cc: s 47F(1)
Subject: RE: Re upcoming virtual audit 12-13th March

s 47F(1)

Apologies for my delay as I have been travelling to site. I will give you a call in approx. 30mins when I am free

I have included s 47F(1) in this email as s 47F(1) is currently consulting to GE to assist with this OFSC Audit. s 47F(1) will be project managing this process for GE and will be consulting to GE through the OFSC audit requirements. Please include s 47F(1) in any correspondence as s 47F(1) will be present for all OFSC audits to support GE.

Thanks

s 47F(1)
EHS Manager – Construction Projects
Onshore Wind

s 47F(1)



s 47F(1)

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From: S 47F(1)
Sent: Tuesday, March 5, 2024 11:04 AM
To: S 47F(1)
Subject: EXT: Re upcoming virtual audit 12-13th March

WARNING: This email originated from outside of GE. Please validate the sender's email address before clicking on links or attachments as they may not be safe.

Hi s 47F(1)

I have tried to call a couple of times but without any success.

It is now only a week out from your upcoming virtual audit and I need to commence reviewing your systems against the criteria. To give you an outline of next week please read below.

The 2 day audit process can be quite intense and for each of the criteria I will ask you to present how your company meets the intent of the criteria.

This may be presented through WHS Manual, standards, procedures, plans, forms, checklists, etc.

On Tuesday when we talk online, we will have a general chat about GE Renewable Energy Australia Pty Ltd and the potential project that may be reviewed. Keeping in mind at this point in time, it is GE Renewable Energy Australia Pty Ltd the company, that we are looking at and the WHS systems that drives it to meet the intent of the criteria.

Items we will be discussing will include business scope, type of work, project size (\$), manpower size, plant types, project overall cost, project scope, etc., such as D & C or Construct only. Just a brief bit of information to allow the people in Canberra to have a reasonable understanding of the company and type of project we will be reviewing.

Once this is out the way, we can begin.

I will start at each criterion (example: WH 2, WH 12, WH 13, etc) and my questions will always take the same path.

Criteria – What are the key documents (standards, plans, procedures, etc) that describe the process against the key deliverables within the guidelines (Scope)

How will you demonstrate implementation of the criteria (forms, checklists, registers, training process, training PowerPoints, etc)

I will need to have access to each of the documents you are presenting for evidence.

I will not need to sight the evidence of use on a project at this time, however, will need to sight the templates that would be used.

As we go through each section I will need you to point me to the sections within your system (standards, plans, procedures) that describes the process and meets the intent of the criteria, including tools that would be used. This is as simple as asking the question and you point me to where the information is located.

This is not a discussion about whether the information is right or wrong, however, merely to show me exactly how you intend to meet the intent of the criteria.

Once you have pointed me in the right direction for review, we will move onto the next criteria.

I will need full access to your system to allow me to review the evidence you are presenting. This access can be either through One Drive, Dropbox etc., or some other means that suits you.

You may also need to review and upgrade your mapping tool to be more specific about location of evidence such as (Criteria – located in WHS Plan – Section 5 – Pg number x - subsection 5.x.x)

I have looked at your mapping tool you submitted to OFSC and noted your main reference appears to be the Goyder EHS Plan- GSWF-GERE-MAN-PLN-0003?

Does this mean you do not have any other supporting documents that support each criteria such as Manuals, Standards, Plans, Procedures, forms, checklists, etc? If you do, I will also need access to those documents to show how your systems is designed and works.

The main thing is by the end of the allocated two days I have all the information I require within your systems to allow me to fully review your system against the criteria to allow GE Renewable Energy Australia Pty Ltd. to move forward in the accreditation process.

Please make sure whoever I am talking to can point me in the right document and the right section, so we are not doing word searches trying to find a key word during the audit process.

I hope this makes sense, however, we can discuss in more detail on Tuesday.

Also you would have noted by now that we are also looking at two hazard criteria being Mobile Plant – H16 and Working at Height – H1.

I will also need to sight the procedures that describes how these hazards are managed including maintenance procedures, work at height procedures, maintenance planning, recording, inspections, etc.

Please be aware, I will need access to your relevant systems, documents etc., as soon as possible and prior to the audit to allow me enough time to have a read and become familiar your system.

If you can set up a folder system on One Drive and send me through a link with the relevant criteria and hazards, we will be reviewing over the two days.

Can you please set up the folders under the name of each criteria such as:

WH 3 – Legal Requirement – Standard – Procedure – Register – Forms, etc.

WH 12 – HIRAC - Standard – Procedure – Register – Forms, etc.

WH 13 - Emergency Preparedness and Response - Standard – Procedure – Register – Forms, etc.

H 1 – Working at Height - Standard – Procedure – Register – Forms, etc.

H 16 – Mobile Plant - Standard – Procedure – Register – Forms, etc.

If you could update your mapping tool with additional information and then place relevant documents into each of the respective folders this will assist during the audit process.

Also, if there are key overarching documents such as manuals, plans, etc. where the various criteria is covered they can sit outside the folders and can be referenced.

Once you have started populating the drive folders, please send me through a link so I can begin reviewing your system docs.

Look forward to working with you to gain your accreditation.

Will continue to try calling you to arrange start time, etc.

Kind Regards,

s 47F(1)

Federal Safety Officer
s 47F(1)

Note: Please be aware I only check my emails 3-4 times daily. For all urgent contact please call on the mobile number noted above.

s 22(1)

From: S 47F(1)

Sent: Tue, 5 Mar 2024 00:34:06

To: S 47F(1)

Subject: Re upcoming virtual audit 12-13th March

Importance: Normal

Sensitivity: None

Hi s 47F(1)

I have tried to call a couple of times but without any success.

It is now only a week out from your upcoming virtual audit and I need to commence reviewing your systems against the criteria. To give you an outline of next week please read below.

The 2 day audit process can be quite intense and for each of the criteria I will ask you to present how your company meets the intent of the criteria.

This may be presented through WHS Manual, standards, procedures, plans, forms, checklists, etc.

On Tuesday when we talk online, we will have a general chat about GE Renewable Energy Australia Pty Ltd and the potential project that may be reviewed. Keeping in mind at this point in time, it is GE Renewable Energy Australia Pty Ltd the company, that we are looking at and the WHS systems that drives it to meet the intent of the criteria.

Items we will be discussing will include business scope, type of work, project size (\$), manpower size, plant types, project overall cost, project scope, etc., such as D & C or Construct only. Just a brief bit of information to allow the people in Canberra to have a reasonable understanding of the company and type of project we will be reviewing.

Once this is out the way, we can begin.

I will start at each criterion (example: WH 2, WH 12, WH 13, etc) and my questions will always take the same path.

Criteria – What are the key documents (standards, plans, procedures, etc) that describe the process against the key deliverables within the guidelines (Scope)

How will you demonstrate implementation of the criteria (forms, checklists, registers, training process, training PowerPoints, etc)

I will need to have access to each of the documents you are presenting for evidence.

I will not need to sight the evidence of use on a project at this time, however, will need to sight the templates that would be used.

As we go through each section I will need you to point me to the sections within your system (standards, plans, procedures) that describes the process and meets the intent of the criteria, including tools that would be used. This is as simple as asking the question and you point me to where the information is located. This is not a discussion about whether the information is right or wrong, however, merely to show me exactly how you intend to meet the intent of the criteria.

Once you have pointed me in the right direction for review, we will move onto the next criteria.

I will need full access to your system to allow me to review the evidence you are presenting. This access can be either through One Drive, Dropbox etc., or some other means that suits you.

You may also need to review and upgrade your mapping tool to be more specific about location of evidence such as (Criteria – located in WHS Plan – Section 5 – Pg number x - subsection 5.x.x)

I have looked at your mapping tool you submitted to OFSC and noted your main reference appears to be the Goyder EHS Plan- GSWF-GERE-MAN-PLN-0003?

Does this mean you do not have any other supporting documents that support each criteria such as Manuals, Standards, Plans, Procedures, forms, checklists, etc? If you do, I will also need access to those documents to show how your systems is designed and works.

The main thing is by the end of the allocated two days I have all the information I require within your systems to allow me to fully review your system against the criteria to allow GE Renewable Energy Australia Pty Ltd. to move forward in the accreditation process.

Please make sure whoever I am talking to can point me in the right document and the right section, so we are not doing word searches trying to find a key word during the audit process.

I hope this makes sense, however, we can discuss in more detail on Tuesday.

Also you would have noted by now that we are also looking at two hazard criteria being Mobile Plant – H16 and Working at Height – H1.

I will also need to sight the procedures that describes how these hazards are managed including maintenance procedures, work at height procedures, maintenance planning, recording, inspections, etc.

Please be aware, I will need access to your relevant systems, documents etc., as soon as possible and prior to the audit to allow me enough time to have a read and become familiar your system.

If you can set up a folder system on One Drive and send me through a link with the relevant criteria and hazards, we will be reviewing over the two days.

Can you please set up the folders under the name of each criteria such as:

WH 3 – Legal Requirement – Standard – Procedure – Register – Forms, etc.

WH 12 – HIRAC - Standard – Procedure – Register – Forms, etc.

WH 13 - Emergency Preparedness and Response - Standard – Procedure – Register – Forms, etc.

H 1 – Working at Height - Standard – Procedure – Register – Forms, etc.

H 16 – Mobile Plant - Standard – Procedure – Register – Forms, etc.

If you could update your mapping tool with additional information and then place relevant documents into each of the respective folders this will assist during the audit process.

Also, if there are key overarching documents such as manuals, plans, etc. where the various criteria is covered they can sit outside the folders and can be referenced.

Once you have started populating the drive folders, please send me through a link so I can begin reviewing your system docs.

Look forward to working with you to gain your accreditation.

Will continue to try calling you to arrange start time, etc.

Kind Regards,

s 47F(1)

Federal Safety Officer

s 47F(1)

Note: Please be aware I only check my emails 3-4 times daily. For all urgent contact please call on the mobile number noted above.



Australian Government

Department of Employment and Workplace Relations

Office of the Federal Safety Commissioner

s 47F(1)
GE EHS Manager – Construction Projects
GE Renewable Energy Australia Pty Ltd
s 47F(1)

Dear s 47F(1)

Revised Notification of Systems Validation Audit

Further to the email sent on 12 February 2024 confirming the date(s) for GE Renewable Energy Australia Pty Ltd's initial Systems Validation Audit, I am writing to provide further details in relation to this audit. The audit will be undertaken to establish whether the company's WHS Management System meets the WHS Accreditation Scheme requirements.

A Federal Safety Officer (FSO), appointed under section 68 of the *Federal Safety Commissioner Act 2022*, has been selected to conduct the audit. The scheduled audit details, FSO details, and audit criteria are attached. As the audit will focus on the corporate management systems utilised by the company/companies, please ensure that any relevant WHSMS procedures and records are available for review, as well as any relevant project specific procedures.

The nominated FSO will contact you prior to the audit to discuss and finalise the proposed arrangements for the audit. For further information regarding types of records or documents that are required for the audit, please contact the FSO.

During the audit, the FSO will be assessing the conformance of GE Renewable Energy Australia Pty Ltd's WHS management system with the audit criteria. A closing meeting will be held where audit outcomes will be discussed generally in order to give GE Renewable Energy Australia Pty Ltd an indication of what the outcomes will be. It should be noted that no audit outcome documentation will be provided to you at this stage. You should also note the FSO will not be able to answer any questions regarding GE Renewable Energy Australia Pty Ltd chances of accreditation and progression to the next stage of the application process as all decisions on accreditation are made by the Federal Safety Commissioner.

Once the audit is completed, the FSO is required to provide the Office of the Federal Safety Commissioner (OFSC) with an audit report with comments against the audit criteria. The OFSC will then review the documentation and send it to you together with a letter outlining what the next steps are. You can expect to receive GE Renewable Energy Australia Pty Ltd's audit report within two weeks of the audit date. In the event that the report is likely to be delayed, an officer from the OFSC will contact you to provide a revised date.

If you require any further information regarding this process, please do not hesitate to contact me on s 22(1) or s 22(1)



Yours sincerely

s 22(1)
Senior Program Officer
Accreditation Operations Team
Office of the Federal Safety Commissioner

6 March 2024

AUDIT DETAILS + CRITERIA	
Name of Company:	GE Renewable Energy Australia Pty Ltd
FSC Audit Reference #:	1213/A02-1/AA001-1
Audit Type:	Initial Accreditation – Systems Validation
Audit Date:	19 - 20 March 2024
Site Name:	N/A – Audit conducted online
Site Address:	N/A – Audit conducted online
FSO Name:	s 47F(1)
Contact Details for FSO:	Mobile: s 47F(1) Email: s 47F(1)

WHSMS CRITERIA

- WH3. Legal Requirements
- WH12. Hazard Identification and Risk Assessment
- WH13. Emergency Preparedness and Response
- WH14. Health Surveillance and Exposure Monitoring
- WH15. Incident Investigation and Corrective Action
- WH17. Health and Safety Management System Audit

FOCUS POINTS AUDIT CRITERIA

- FP1. Senior Management Commitment
- FP2. Integration of Design Issues into the Risk Management Process
- FP3. Whole of Project Consultation
- FP4. Management of Subcontractor WHS
- FP5. Project Performance Measurement
- FP6. Training Arrangements

HAZARDS

- H1. Working at Heights
- H16. Mobile Plant

These hazards have been selected based on the information provided to the OFSC by the company.

AUDIT CRITERIA WITH GUIDANCE	
WH3 Legal Requirement	
WH3.1	<p>There is a documented process to ensure all health and safety legislation, codes of practice and Australian standards are identified relevant to:</p> <ul style="list-style-type: none"> • the company operations; and • the project/site activities.
Scope	<p>A documented process for all criteria means that there is a written process (in any format) included in the WHS Management System that clearly describes the requirements for the specific aspect, and may include the purpose, what must be done and by whom, when and how it is to be done, what tools, materials and documents are needed and how the activity is controlled and recorded. Implementation means the completion of the requirements defined in the WHS Management System and associated procedures, including completion of any required tools, forms or documents. Evidence of both of these aspects will be reviewed for all criteria at audit.</p> <p>This criterion requires the company to define the process for identifying and recording health and safety legislation, codes of practice and Australian standards applicable to the company, and then to adjust the company list/register to reflect the project based health and safety requirements relevant to the scope of works for the project.</p>
Possible Evidence	<ul style="list-style-type: none"> • Company legal register. • Specific prompts for identifying health and safety legislation and other requirements. • Reference to the inputs and methods to obtain legislative and other requirements. • Project level process to review company register and make it specific to the needs of the project (i.e. removal or strike-through of non-relevant reference documents).
Notes	<ol style="list-style-type: none"> 1. A subscription service alone will not satisfy this criterion. 2. A single register for both the company and the project with no adjustment (i.e. the exact same register) will not satisfy this criterion.
WH3.2	<p>There is a documented process to ensure all current health and safety legislation, codes of practice and Australian standards relevant to the project are readily available on site and workers are informed of the method of access.</p>
Scope	<p>This criterion requires the company to define the process to provide access at the site level to hard-copy or electronic versions of the health and safety legislation, codes of practice and Australian standards documents identified as relevant to the project in WH3.1, and the process for communicating to all workers how to gain access to the documents.</p>
Possible Evidence	<ul style="list-style-type: none"> • Evidence of access at site level. • Communication of access provisions at induction. • Site notice board content.
Notes	<ol style="list-style-type: none"> 1. A subscription service alone will not satisfy this criterion. 2. A process for communication that does not systematically cover all workers will not satisfy this criterion.

	3. Access to the documents alone will not satisfy this criterion.
WH3.3	There is a documented process to ensure changes to health and safety legislation, codes of practice and Australian standards relevant to the company and project are reviewed and processes updated as required.
Scope	This criterion requires the company to define the process for identifying changes to the applicable legal requirements, reviewing the impact of any identified change and the prompt to review the relevant procedures that may be affected.
Possible Evidence	<ul style="list-style-type: none"> • Subscription to on-line update services. • Legal register at company/project levels. • Process to review the company/project legal registers at designated frequencies to identify potential changes. • Corrective action or change management process/records. • Process to review the legal registers.
Notes	<ol style="list-style-type: none"> 1. A subscription service alone will not satisfy this criterion. 2. Changes to the legal register/references without review of the relevant procedural impacts will not satisfy this criterion.
WH12 Hazard Identification Risk Assessment and Control (HIRAC)	
WH12.1	There is a documented HIRAC methodology.
Scope	This criterion requires the company to define the process to identify and record the potential hazards, assess the level of risk associated with each of the potential hazards and define the controls necessary to manage the hazards. This must include a process to calculate the levels of risk and determine control measures as per AS/NZS ISO 31000.
Possible Evidence	<ul style="list-style-type: none"> • Risk Matrix. • Likelihood (probability and exposure) and consequence descriptor. • Risk Registers/Risk Assessments. • Other HIRAC outputs e.g. SWMS.
Notes	<ol style="list-style-type: none"> 1. A risk matrix alone will not satisfy this criterion. 2. Company HIRAC outputs not using the company HIRAC methodology will not satisfy this criterion.
WH12.2	There is a documented process to ensure the project HIRAC process is undertaken by personnel trained in the use of the company's HIRAC methodology and tools.
Scope	This criterion requires the company to make sure that all personnel who are completing or participating in project HIRAC processes are trained in the company's specific HIRAC methods and associated forms and tools. Trained means that a worker has been trained internally, consistent with company defined requirements. Evidence of specific content delivered or communicated is required.
Possible Evidence	<ul style="list-style-type: none"> • Training program/outline including the company's HIRAC methods, and associated forms and tools. • Company training matrix/register.

	<ul style="list-style-type: none"> Completed training records (internal and/or external).
Notes	<ol style="list-style-type: none"> Generic Risk Management training alone will not satisfy this criterion. Training in the Risk Matrix alone will not satisfy this criterion. Generic induction training that doesn't include company specific HIRAC methodology and tools will not satisfy this criterion.
WH12.3	There is a documented process to ensure project specific HIRAC is conducted.
Scope	This criterion requires the company to make sure that all of the potential health and safety hazards associated with the project scope and activities are identified, risk assessment is conducted for each identified hazard, and the required controls are documented. In documenting the assessment and controls there should be a clear link back to the identified hazard, and therefore grouping of the hazards will generally not achieve the required outcome for this criterion.
Possible Evidence	<ul style="list-style-type: none"> Project Risk Assessments/Project Risk Registers. Project risk assessment controls included into SWMS.
Notes	<ol style="list-style-type: none"> A generic risk assessment will not satisfy this criterion. Potential hazards that do not have commensurate control measures will not satisfy this criterion.
WH12.4	There is a documented process to liaise with client/public/other entities to implement a HIRAC process for any hazards impacting any of the parties.
Scope	This criterion requires the company to define the process to identify and interact with all relevant stakeholders, and to manage the hazards that may impact the stakeholders or the project.
Possible Evidence	<ul style="list-style-type: none"> Initial stakeholder meeting minutes with client/public/other entities prior to project commencement. Project Risk Registers/Project Risk Assessments. Regular stakeholder meeting minutes. Information drops to residents.
Notes	<ol style="list-style-type: none"> Assessment of hazards without documented liaison alone (and vice versa) will not satisfy this criterion.
WH12.5	There is a documented process to define the company's acceptable risk level and management actions to be taken if assessed risk is higher than that level.
Scope	This criterion is about an escalation process where risk is assessed as too high. This criterion requires the company to define the process to classify the assessed risk score/level and define actions to be undertaken to treat the risk including acceptance/tolerance criteria and actions to be undertaken based on the classification. The company is first required to determine the risk level/ranking/score (e.g. extreme, high, medium, low or 1-5, 6-8, 9-12 etc.) for each hazard based on the likelihood and consequence assessment. The company is then required to set their unacceptable risk level – e.g. anything high or greater is unacceptable. Finally, the company is required to define management actions to be taken where risk is assessed as being above the acceptable level (e.g. cease work, senior management sign off required, permit to work system required, additional supervision required etc.).
Possible	<ul style="list-style-type: none"> Process to evaluate risk assessment outcomes and apply control actions based on the classification level.

Evidence	<ul style="list-style-type: none"> • Actions defined are utilised when developing controls to manage the hazard.
Notes	<ol style="list-style-type: none"> 1. Definition of risk levels alone will not satisfy this criterion. 2. Application of the Hierarchy of Control alone will not satisfy this criterion.
WH12.6	<p>There is a documented process to ensure control measures are established for identified hazards in accordance with:</p> <ul style="list-style-type: none"> • the Hierarchy of Control; and • applicable legislation, codes of practice and Australian standards.
Scope	This criterion requires the company to make sure the Hierarchy of Control is used to make decisions on the level of controls to be used, and that controls developed are consistent with the relevant requirements outlined in the legislation, codes of practice, and Australian standards.
Possible Evidence	<ul style="list-style-type: none"> • Project Risk Assessment/Project Risk Register details controls using the Hierarchy of Control. • HIRAC methodology incorporates the Hierarchy of Control. • Requirements of legislation, codes of practice and Australian standards are incorporated into controls. • Review criteria for subcontractor procedures incorporate checks for use of the Hierarchy of Control and relevant legal requirements being incorporated into control measures.
Notes	<ol style="list-style-type: none"> 1. Inclusion of the Hierarchy of Control in the HIRAC methodology alone will not satisfy this criterion.
WH12.7	There is a documented process to evaluate the effectiveness of company, project and task specific HIRAC processes.
Scope	This criterion requires the company to review its HIRAC methodology to verify that company, project and task based HIRAC processes remain effective.
Possible Evidence	<ul style="list-style-type: none"> • Records of review of HIRAC procedures/methodology at various company, project and task levels. • Records of review of HIRAC processes and outputs e.g. management review, annual system review, WHSMS audits, review of Risk Assessments/Risk Registers, Project Safety Plans, Task Observations, SWMS Reviews.
Notes	<ol style="list-style-type: none"> 1. A review of outputs (Risk Assessments/Risk Registers, Project Safety Plans, Task Observations, SWMS Reviews) alone will not satisfy this criterion.
WH13 Emergency Preparedness and Response	
WH13.1	There is a documented process to identify potential emergency situations for the project.
Scope	This criterion requires the company to define the process to identify all of the foreseeable project-specific emergencies that may occur, and the method of recording them.
Possible Evidence	<ul style="list-style-type: none"> • Emergency Risk Assessment/Register. • Emergency Management Plan (or similar). • Listing of emergencies within Project Safety Plan or Project Risk Register. • Generic Emergency Management Plan updated with project specific emergency situations and actions.

Notes	<ol style="list-style-type: none"> 1. A generic Emergency Management Plan/Register will not satisfy this criterion. 2. The client Emergency Management Plan alone will not satisfy this criterion.
WH13.2	There is a documented process to ensure procedures/plans are developed and regularly reviewed for identified emergency situations
Scope	This criterion requires the company to define the process to develop specific emergency procedures for each of the identified emergencies (which may be incorporated into an Emergency Plan), including the process for reviewing the procedures to make sure they remain valid for the project activities.
Possible Evidence	<ul style="list-style-type: none"> • Procedures for each identified potential emergency. • Emergency Plan, with procedure and prompts for review. • Completed Emergency Plan/Procedure reviews.
Notes	<ol style="list-style-type: none"> 1. A generic Emergency Management Plan/Register will not satisfy this criterion. 2. The client Emergency Management Plan alone will not satisfy this criterion. 3. A single Emergency Evacuation plan (i.e. the same for all potential emergencies) will not satisfy this criterion. 4. Emergency contact details alone will not satisfy this criterion.
WH13.3	There is a documented process to ensure emergency response arrangements are communicated to all personnel and visitors.
Scope	This criterion requires the company to define the process to make sure that all workers on site, and any visitors, have been informed of the emergency procedures for the site.
Possible Evidence	<ul style="list-style-type: none"> • Site Induction content. • Visitor induction. • Site Noticeboard/sign in area contents.
Notes	<ol style="list-style-type: none"> 1. A site noticeboard with the emergency contact details alone will not satisfy this criterion.
WH13.4	There is a documented process to ensure designated emergency personnel for the project: <ul style="list-style-type: none"> • have been inducted in the site-specific emergency procedures/plans; and • have obtained any qualification or formal training defined by the company as required to fulfill the role.
Scope	This criterion requires the company to define the process to make sure that the personnel who have been allocated emergency response roles for the site have been trained in the site emergency procedures/plans, and hold other relevant qualifications and formal training as defined by the company (e.g. emergency warden, first aid, confined space etc.).
Possible Evidence	<ul style="list-style-type: none"> • Company/project training matrix/register. • Completed training records (internal and/or external). • Emergency Management Plan (or similar). • Emergency contact details.
Notes	<ol style="list-style-type: none"> 1. Generic Fire Warden training alone will not satisfy this criterion.

	2. Awareness training in the site emergency procedures/plans alone will not satisfy this criterion.
WH13.5	<p>There is a documented process to ensure emergency practice drills:</p> <ul style="list-style-type: none"> • are scheduled and carried out on site; • are scenario based and test a variety of the identified potential emergency situations; • are recorded and evaluated for effectiveness; and • incorporate a process for the identification and management of corrective actions.
Scope	This criterion requires the company to define the process to make sure that emergency procedures/plans are scheduled and practiced on site, that the drills are based on the identified project-specific situations, and that the results are recorded and reviewed for any necessary improvements. Not all scenarios have to be practiced; however, more than just generic evacuation is required. Frequency is as determined by the company.
Possible Evidence	<ul style="list-style-type: none"> • Emergency drill schedule. • Emergency drill records. • Corrective Actions raised, based on drill outcomes.
Notes	<ol style="list-style-type: none"> 1. An annual drill where project duration is typically less than 12 months will not satisfy this criterion. 2. Generic evacuation drills alone will not satisfy this criterion. 3. Emergency drill records without analysis of the effectiveness of the drill will not satisfy this criterion. 4. Conducting a drill alone will not satisfy this criterion where there is no evidence of a schedule and requirements for frequency.
WH13.6	There is a documented process to ensure a qualified person identifies site first aid equipment and requirements in accordance with relevant legislation, codes of practice and Australian standards.
Scope	This criterion requires the company to define the process to make sure that a person who holds the required qualification (as defined by the company) has completed a site-specific review of the first aid requirements (in accordance with the Code of Practice) and has made sure that the first aid arrangements on site are in line with the review. A single assessment covering the requirements of this criterion as well as WH13.7 is acceptable so long as all requirements are captured. Qualified means a person who holds a recognised degree, certificate or professional standing relevant to the activity or works.
Possible Evidence	<ul style="list-style-type: none"> • Company training matrix/register. • Completed training records. • Project first aid assessment. • First aid arrangements on site are as specified in the assessment. • On-site first aid equipment and provisions match what has been identified in the assessment.
Notes	<ol style="list-style-type: none"> 1. The presence of first aid persons and equipment alone will not satisfy this criterion.

WH13.7	There is a documented process to ensure a competent person identifies site emergency equipment and requirements.
Scope	This criterion requires the company to define the process to make sure that a person who holds the required training (as defined by the company) has completed a site-specific review of the emergency requirements and has made sure that the right equipment is located on site to cater for the identified emergencies that may occur on the project. Emergency equipment may include extinguishers, equipment specific to potential site emergencies such as retrieval of arrested fall, confined spaces, working around live electrical equipment, stretcher, method of raising alarm, personal floatation devices, remote site requirements etc., and should consider the placement of such equipment. Competent means that a person has been deemed to meet the combination of licences, qualifications, training and instruction as defined by the company or by legal requirements for an activity or works.
Possible Evidence	<ul style="list-style-type: none"> • Company training matrix/register. • Completed training records (internal and/or external). • Evidence of review of project emergency requirements. • Emergency equipment on site as specified in the review.
Notes	1. Review of fire-related emergency equipment alone will not satisfy this criterion.
WH13.8	There is a documented process to ensure inspection, test and maintenance requirements for emergency and first aid equipment are identified, scheduled and undertaken.
Scope	This criterion requires the company to define the process to make sure that all of the emergency and first aid equipment on site is inspected and maintained, and that any equipment on site is up to date.
Possible Evidence	<ul style="list-style-type: none"> • Emergency/First Aid Equipment register. • Records of inspection/maintenance. • Current tags/records of inspection.
Notes	1. Inspection of fire-related emergency equipment or first aid equipment alone will not satisfy this criterion.
WH13.9	There is a documented process for managing critical incidents, including: <ul style="list-style-type: none"> • the company's definition of a critical incident; • clearly defined roles; • return-to-work of injured workers; • employee assistance/counselling; and • the process for review of the effectiveness of critical incident response procedures.
Scope	This criterion requires the company to define the type and level of incident that would be regarded as critical by the company, and the process to make sure that any defined critical incidents are managed.
Possible Evidence	<ul style="list-style-type: none"> • Critical Incident Management Plan. • Return to work procedures. • Critical incident training.

	<ul style="list-style-type: none"> • Critical incident drills/reviews. • Employee assistance/counselling contact details/procedures.
Notes	1. General Emergency or Incident management procedures alone will not satisfy this criterion.
WH14 Health Surveillance and Exposure Monitoring	
WH14.1	<p>There is a documented process to ensure a competent person completes a site-specific assessment of potential health hazards, including:</p> <ul style="list-style-type: none"> • biological; • physical; and • chemical/atmospheric contaminants.
Scope	This criterion requires the company to define the process to make sure that potential health hazards (e.g. noise, vibration, dust, gases, chemicals, fumes etc.) on the project are assessed, and that based on the potential worker personal exposure levels, a process for managing each health hazard is defined.
Possible Evidence	<ul style="list-style-type: none"> • Project risk assessment/Health risk assessment. • Project Management Plan/Project Safety Management Plan inclusive of health hazard management.
Notes	<ol style="list-style-type: none"> 1. Health monitoring/surveillance by a medical practitioner will not satisfy this criterion. 2. Pre-employment medical assessments will not satisfy this criterion. 3. Environmental monitoring will not satisfy this criterion.
WH14.2	<p>There is a documented process to ensure that, where identified as required, personal exposure to health hazards is measured and evaluated on the project by a formally trained person.</p>
Scope	This criterion requires the company to define the process for a trained person to measure individual worker exposure on the project to the potential health hazards identified in the health assessment (e.g. noise, vibration, dust, gases, chemicals, fumes etc.), and the results of the measurements are compared to the workplace exposure standards (as defined by SWA standards and/or guidance material). Formally trained means a person who has undertaken formal training against a specified training course or plan, with outcomes documented as relevant to the activity or works.
Possible Evidence	<ul style="list-style-type: none"> • Project risk assessment/Health risk assessment. • Reports from measurements taken including comparison to workplace exposure standards and/or guidance material.
Notes	<ol style="list-style-type: none"> 1. Health monitoring/surveillance by a medical practitioner will not satisfy this criterion. 2. Pre-employment medical assessments will not satisfy this criterion. 3. Measurements taken with un-calibrated devices (e.g. smart phones) will not satisfy this criterion.
WH14.3	<p>There is a documented process to ensure that worker health surveillance/monitoring:</p> <ul style="list-style-type: none"> • is carried out in accordance with identified health hazards; • is carried out in accordance with relevant legislation, codes of practice and Australian standards; and • includes a process for management and communication of health monitoring results and records.

Scope	This criterion requires the company to define the process for identifying any health hazard that a worker may be exposed to that requires a medical practitioner to conduct tests (monitoring/surveillance) to determine the level of exposure to the hazard, in accordance with legislation.
Possible Evidence	<ul style="list-style-type: none"> • Reference to the health monitoring/surveillance legislation requirements. • Process for providing information to workers and maintaining confidentiality.
Notes	1. Pre-employment medical assessments alone will not satisfy this criterion.
WH14.4	There is a documented process to ensure inspection, measuring and test equipment related to health and safety is identified, calibrated, and maintained in accordance with manufacturers' requirements and relevant legislation, codes of practice and Australian standards.
Scope	This criterion requires the company to define the process used to make sure that any equipment used in the measurement of health and safety related hazards is tested as per the manufacturers recommendations.
Possible Evidence	<ul style="list-style-type: none"> • Calibration register. • Calibration stickers. • Testing/Calibration certificates from accredited agencies.
Notes	<ol style="list-style-type: none"> 1. Testing from non-accredited agencies will not satisfy this criterion. 2. Stickers and/or certificates alone will not satisfy this criterion. 3. This criterion does not include equipment that is not used to measure health and safety-related exposures (e.g. lasers, theodolites etc.).
WH14.5	There is a documented process to ensure the management of hazardous chemicals on the project.
Scope	This criterion requires the company to define the process to manage all of the hazardous chemicals (including those brought to site by contractors) on the project, including (but not limited to) the provision/use of SDSs; registers; risk assessment; labelling; storage; PPE etc.
Possible Evidence	<ul style="list-style-type: none"> • Hazardous chemicals register. • Hazardous chemical risk assessments. • SWMS that include use of hazardous chemicals. • Evidence of management of chemicals on site. • PPE use in accordance with SDS/SWMS.
Notes	<ol style="list-style-type: none"> 1. A hazardous chemical register alone will not satisfy this criterion. 2. Copies of SDS alone will not satisfy this criterion.
WH15 Incident Investigation and Corrective Action	
WH15.1	There is a documented process to ensure all health and safety incidents are reported, recorded, and investigated as defined by the company's system, with external notification completed where required.

Scope	This criterion requires the company to define the process to make sure that all health and safety incidents are reported and investigated, and where necessary, notification to the relevant regulator/asset owner is completed.
Possible Evidence	<ul style="list-style-type: none"> • Incident report/investigation process and associated forms. • Process for notifying the regulator/asset owner.
Notes	1. Incident report forms alone will not satisfy this criterion.
WH15.2	<p>There is a documented process to ensure Investigations:</p> <ul style="list-style-type: none"> • are undertaken by a trained person(s); • identify the factor(s) that led to the incident; • incorporate a process for the identification and management of corrective actions; • involve and/or are reviewed by site/senior management as defined by the company's system; and • prompt a review of relevant processes/procedures.
Scope	This criterion requires the company to define the process for making sure that any health and safety investigations are completed by trained people, that the investigation process makes sure that the incident causal factors are found, and that appropriate actions are taken to prevent the incident happening again.
Possible Evidence	<ul style="list-style-type: none"> • Completed incident investigations. • Completed investigation recommendations. • Company training matrix/register. • Completed training records (internal and/or external). • Evidence of senior management involvement.
Notes	1. Completed incident reports alone will not satisfy this criterion.
WH15.3	<p>There is a documented process to manage corrective actions, including:</p> <ul style="list-style-type: none"> • specified target completion dates; • allocated responsibility for addressing corrective actions; • closure of corrective actions by the specified completion date; and • identifying organisation- wide issues and ensuring lessons learnt are communicated throughout the organisation.
Scope	This criterion requires the company to define the process to make sure that any corrective actions raised by the company are managed so that the actions are completed in a timely manner, signed off by the person responsible and lessons learnt are communicated at the organisational level.
Possible Evidence	<ul style="list-style-type: none"> • Corrective action form/register. • Review of the corrective actions. • Corrective action deadlines met. • Safety Alerts and bulletins generated by the company based on company trends in corrective actions.

Notes	1. A corrective action register alone will not satisfy this criterion.
WH17 Health & Safety Management System Audit	
WH17.1	There is a documented process to ensure a health and safety management system audit program is established for the company and project, and audits are scheduled in accordance with the program.
Scope	This criterion requires the company to define how management system audits are planned, including the requirement to develop a documented audit schedule at both the company and project level.
Possible Evidence	<ul style="list-style-type: none"> • Audit program or procedure. • Audit Schedule.
Notes	<ol style="list-style-type: none"> 1. An Audit Schedule alone will not satisfy this criterion. 2. Audits at either the company or project level alone will not satisfy this criterion.
WH17.2	There is a documented process to ensure that the audit program defines the audit: <ul style="list-style-type: none"> • scope; • methodology; • reporting requirements; and • process for identifying and managing corrective actions.
Scope	This criterion requires the company to define the process of conducting an audit including setting out the scope of the audit, detailing how the audit will be conducted and managed, what needs to be reported as a result and to whom, and how any corrective actions identified will be addressed.
Possible Evidence	<ul style="list-style-type: none"> • Audit Report. • Audit procedure. • Corrective actions process/register.
Notes	<ol style="list-style-type: none"> 1. Addressing the scope, methodology, and corrective action process within an audit report alone will not satisfy this criterion. 2. Reporting requirements without any escalation to senior management will not satisfy this criterion.
WH17.3	There is a documented process to ensure that formally trained personnel undertake audits in accordance with the schedule.
Scope	This criterion requires the company to define the process to make sure that personnel undertaking the audit are formally trained, and that the audits are completed as per the schedule.
Possible Evidence	<ul style="list-style-type: none"> • Training Records. • Training Needs Analysis. • Position Description. • Sign off or review of audit schedule.
Notes	1. The auditor training record alone will not satisfy this criterion.

	2. Copies of audit reports alone will not satisfy this criterion.
FP1 Senior Management Commitment	
FP1.1	There is a documented process to ensure that senior managers demonstrate participation in the company HIRAC processes.
Scope	This criterion requires the company to make sure that senior managers are actively involved in HIRAC processes for their area of responsibility. Senior manager means a person responsible for controlling or administering a significant part of the company or group of employees above the project level management team
Possible Evidence	<ul style="list-style-type: none"> • Minutes of review of risk registers. • Attendance list at risk workshop. • Final approval of risk registers (project and/or company) by senior managers.
Notes	1. The criterion will not be satisfied where there is a failure to identify the senior management roles within the company.
FP1.2	There is a documented process to ensure WHS reports are produced that: <ul style="list-style-type: none"> • monitor performance against the WHS objectives and targets defined by the organisation; • are regularly reviewed by senior management; and • are communicated to site management.
Scope	This criterion requires the company to define the process to make sure that WHS performance reports are compiled to review the project and company performance against the objectives and targets set by the company. The reporting process must include a senior management review component and results must be communicated to site management.
Possible Evidence	<ul style="list-style-type: none"> • WHS Objectives and targets. • WHS performance reports. • Evidence of communication to site management.
Notes	<ol style="list-style-type: none"> 1. Objectives and targets at project and company levels that are not aligned will not satisfy this criterion. 2. Production and review of WHS reports alone will not satisfy this criterion.
FP1.3	There is a documented process to ensure senior managers, site managers and supervisors are trained in WHS obligations/due diligence, and the company's WHS management system requirements relevant to their role.
Scope	This criterion requires the company to define the process to make sure senior managers, site managers and supervisors are trained in their WHS legal duties and the company's WHS management system requirements, relevant to the role.
Possible Evidence	<ul style="list-style-type: none"> • Training program based on WHS due diligence and WHS legal obligations. • Training matrix/records. • Position descriptions nominating minimum training requirements.
Notes	1. Training records alone will not satisfy this criterion.